

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Station Number 1

June 12, 2019 6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, John Doty (arrived at 6:05 p.m.), Dick Wunderlich, R. Jack Clapp, Ron Roberts.

Board trustee absent: None

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Association President Jeff Veach. David & Cynthia Waterman, Leanna Fillman. Alison Meslin, and Matt Dougherty,

Call to Order {00:16} – The Pledge of Allegiance was recited. Chair Nelson called the meeting to order at 6:00 p.m. noting all trustees, staff, association president and five members of the public attending.

Minutes May 8, 2019 Regular Monthly Meeting {00:40} – **Trustee Clapp motion to approve May 8, 2019 minutes. Trustee Wunderlich second. Public comment: None, Motion passed unanimously by voice vote.**

Communications {01:54} – None

Review and Approve Claims {02:01} – Trustee Roberts noted Unit 300 reduced fuel cost. Chair Nelson requested Chief Gieser review the increase in liability insurance cost. In 2017 two claims paid out for Polson losses in the amount of \$17,624 and \$1,000. Trustee Wunderlich noted the Mission Valley Power claim to install a transformer at Station #4. Additionally area lights should be installed. Chair Nelson indicated perhaps Lake County has plans for area lights. **Trustee Roberts motion to pay the claims. Trustee Wunderlich second. Public comment: None Motion passed by voice vote. Trustee Clapp abstained.**

TREASURY REPORT FOR MONTH ENDING MAY 31, 2019 {05:10} – .

Lake County Treasurer reports month ending May 31, 2019 are current and balanced.

FUND # 7245 Operating Fund	\$ 90,441.79
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 52,083.43
FUND # 7246 Capital Improvement Fund	\$ 148,001.43
FUND # 7243 Voted Levy Operating Fund	\$ 18.59

Check numbers 7151 - 7172 , both inclusive \$ 66,603.59

Represents May, 2019 claims

Approved June 12, 2019

RECAP

Operating claims	\$9,833.34
Capital Prj. Stn #4	56,770.25

Public Safety:

Fire Chief payroll May 10, 24 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quick books processing fee	\$ 3.50
Total Total May, 2019 payroll	\$3,160.43

Trustee Clapp motion to approve treasury report. Trustee Roberts second. Motion passed unanimously by voice vote. Chair Nelson thanked Bonnie for the report.

OATH OF OFFICE (07:54) - Chair Nelson administered the oath of office to John Q. Doty elected by acclimation May 7, 2019. Trustee Doty received a around of applause. .

CHIEF'S REPORT {09:00} – Chief Gieser reported 18 calls for the 30 day operational period.

Response: 1) Mutual aid Chief Cliff Fire for vehicle extrication; 2) Motor vehicle accident 44613 Highway 93; 3) Smoke report Cross Country Road; 4) Vehicle accident Kerr Dam Road; 5) Fire alarm 37338 Highway 35; 6) Motor vehicle accident 36533 Highway 93; 7) Motor vehicle acent Irvine Flats Road; 8) Car vs deer MM 66 Highway 93; 9) Smoke report Tower Road; 10).Smoke report Irvine Flats Road; 11). Car vs deer Jette Hill bad information in Rollins fire district; 12). Fire alarm 37338 Highway 35; 13) Vehicle vs motorcycle 36318 Memory Lane; 14). Ambulance assist 37338 Highway 35; 15). Tree across roadway Highland Drive; 16) Law enforcement assist Eli Gap and Charlois; 17). Fire alarm 28234 East Matterhorn Road; 18). Mutual aid call for a vehicle rollover MM 7 Back Road.

Response at Hellroaring Lane involved a clothes dryer on fire. The dryer serial number is important data for the fire report. The delivery person left quickly prior to the data retrieved. Home Depot manager sent photographs of the electrical part and wires. The wires were hooked up incorrect and the fire could have gotten out of control. The residents are wheel chair bound.

Administration

Reply to Carstens & Associates on Wild Horse RV Park

Station training at Station 2

Transfer excess property radios to fire service training school

Attend local government budgeting class

Repair & Maintenance

E-314 replaced seized choke cable

WT-311 mount pump & measure for pto drive shaft, remove and repair inside axle shaft bearing and seal

E-316 mount CO2 extinguisher and relocate ABC extinguisher

Capital Project Station #4 36300 Caffrey Road -

Update Station No. 4 (15:50) – Chief Gieser provided an audio/visual of the building progress. The floor drains and manifold are at test pressure.(June 5). Today mat and rebar are being laid. The cement contractor will pour the floor tomorrow. The \$55,020 payment to Blackwell Enterprises in the May, claims relates to the installation. Additionally the corner fitting and rebar are installed. Mr. Blackwell indicated the cement pad will cure for approximately two weeks before setting steel. The steel delivery is set back two weeks. The bath room will be on the south wall, although piped to the north wall. The floor drains will be piped at the south wall; with a sand separator according to EPA regulations. The sand separator installation eliminates floor drain waste entering the sewage drain

system. The floor drain waste can be applied to outdoor vegetation areas. Trustee Doty commented on the elevation at the site. Chief Gieser indicated Lake County is working with Knife River regarding the remediation soil and Lake County plans to gravel the parking lot. Trustee Doty commented on planning for security at the building. Chief Gieser contacted Mission Valley Security to plan for installation as the electricity is installed. Property fence may be a joint project rural fire/Lake County. Currently Chief Gieser installed a padlock and chain at the entry approach.

Capital Project WT-310 -

Water tender in progress (23:58) – Chief Gieser reported the body is on the unit, cabinet ready for installation. The stainless steel pump plumbing is quality products. Cabinets are on the driver's side. The dump tank and box are on the other side. Trustee Roberts asked the timetable for the station completion and delivery of WT-310. Chief Gieser replied the station completion and delivery of WT-310 will be complete at approximately the same time.

MEMBERSHIP REPORT {33:34} – Jane Clapp, Secretary Treasurer thanked the board trustees for attending the membership meetings. May 28th the volunteers completed the trash pickup on Back Road. Purchases include a thermal imaging camera and gas meter; first aid kit supplies, and radio purchases are an ongoing project. The Hamburger Feed is June 22 at Big Arm Station 2. Two signs were purchased for the Hamburger Feed. Chair Nelson thanked Jane for the report. Public comment? None

Old Business:

LOAN CLOSING STATION 4 – 36300 CAFFREY ROAD {25:22} – Bonnie reported the loan was closed May 30, 2019 at First Interstate Bank. Chair Nelson and Secretary Wunderlich signed the note in the amount of \$100,000 with a seven year term, interest rate 3.07% fixed. The note is a construction note with periodic draws. If funds are borrowed, the first payment is due November 30, 2019. The payment schedule provides for semi-annual payments November 30 and May 31. The note is unsecured. Chief Gieser commented state law provides assurance fire departments are obligated to pay indebtedness in the event the fire department no longer exists. Shad Hupka, Vice President Branch Manager First Interstate Bank Polson offered the financing package. Chair Nelson indicated an option is available to use the remaining funds following station completion to upgrade the tenders currently a work in progress. The funds draw process will require an email with a bank cashier's check payable to Polson Rural Fire District, check deposited with Lake County Treasurer in Fund #7245 Operating Fund for the amount to cover Blackwell Enterprises invoices payable. The board appreciates Mr. Hupka's congenial relationship with the fire district. The board thanked Bonnie for securing the financing.

FY 2018-2019 BUDGET UPDATE {40:17} – Chief Gieser reported the annual report to the State of Montana is due December 31st. No grace period is available to March 1st, as in the past. Therefore last fees will be assessed monthly. Additionally the entity will not have the ability to apply for state grants if the report is delinquent. The board and principal member, i.e. fire chief is personally liable for over expending budgets. An audit is required for revenue over \$750,000. The addition of fixed assets over \$750,000 is also a requirement for an audit. The tenders are added to the fixed asset schedule and a depreciation schedule is sent with the annual report. Trustee Wunderlich reported the budget committee will meet June 13 and a preliminary budget public hearing will be in July and final budget hearing in August. Public comments: None

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New Business:

RESCHEDULE JULY MEETING {49:20} - Chair Nelson suggested the July meeting moved to July 24th. The July meeting is scheduled at the Big Arm Station. **Trustee Clapp motion to schedule meeting for July 24 Big Arm Station #2 at 6:00 p.m. Trustee Roberts second. Motion carried unanimously.**

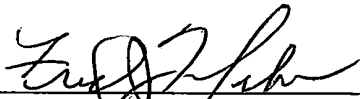
PUBLIC INPUT ON NON AGENDA ITEMS {52:25} - Alison Meslin confirmed with the board a preliminary budget public hearing will be in July and the final budget public hearing will be in August. Lake County legal notices appear in the Leader. The county alternates the legal notices yearly between the Leader and Valley Journal.

ADJOURN {54:12} – Trustee Roberts motion to adjourn. Trustee Wunderlich second. Motion passed unanimously by voice vote.

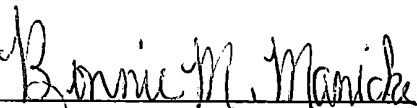
Chair Nelson thanked everyone for attending

ADJOURN: 6:56 p.m.

**Next regular scheduled meeting July 24, 2019 6:00 p.m.
location Big Arm Station #2**


Fred J. Nelson, Chair


Dick Wunderlich, Secretary-Treasurer


Bonnie M. Manicke, Recorder

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AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY JUNE 12, 2019 6:00 p.m.

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson, MT 59860

Station 1 Phone 406 883 4244

Website: lakemt.gov/prfd

* TRUSTEES MEETING INCLUDES: COMMENT BY RAISING YOUR HAND

REVIEW MINUTES MAY 8, 2019

BONNIE

COMMUNICATIONS

BONNIE

REVIEW & APPROVE CLAIMS

CHIEF GIESER & BONNIE

TREASURER'S REPORT

BONNIE

CHIEF'S REPORT INCLUDES BLDG & TENDER

CHIEF GIESER

MEMBERSHIP REPORT

CHAIR JEFF VEACH

• OLD BUSINESS COMMENT BY RAISING YOUR HAND

LOAN CLOSING STATION 4 36300 CAFFREY ROAD

BONNIE

• FY 2018-2019 BUDGET UPDATE

TRUSTEE WUNDERLICH & BONNIE

* NEW BUSINESS COMMENT BY RAISING YOUR HAND

REQUEST JULY MONTHLY MEETING ON JULY 17TH LOCATION STATION #2

TO FACILITATE YEAR END CLAIMS

BONNIE

* PUBLIC INPUT ON NON AGENDA ITEMS

* ADJOURN

ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO
ATTEND AND PROVIDE HELPFULL COMMENTS

ALL ITEMS TO BE ON THE AGENDA MUST BE SUBMITTED 10 DAYS IN ADVANCE.

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Polson Rural Fire District Fund #7245

May, 2019 Claims Approved June 12, 2019 mailed June 14, 2019

Num	Description	Memo	Category	Amount
7151 S	Blackwell Enterprises, Inc.	Inv#2358 excavation equipment & material	959 Station #4 in progress 2018	-55020.00
		Inv#2358 concrete foundation	959 Station #4 in progress 2018	
		Inv#2358 rough-in plumb for bathrooms & floor drains	959 Station #4 in progress 2018	
		Inv#2358 radiant tubing & installation	959 Station #4 in progress 2018	
		Inv#2358 under-slab rigid insulation & perimeter	959 Station #4 in progress 2018	
		Inv#2358 anchor bolts	959 Station #4 in progress 2018	
		Inv#2358 MBI insulation package	959 Station #4 in progress 2018	
		Invoice billed as a total	959 Station #4 in progress 2018	
7152	Mission Valley Power	Work Order 19-0012 Stn#4 NEW Service	959 Station #4 in progress 2018	-1750.25
7153 S	Axmen	2-universal spanner	201 Operating Supplies	-28.56
		1-NHM 2.5" X 2.5"	211 Vehicle Repair & Maint Supplies	-18.99
		2-NHF 2.5" X1.5"	211 Vehicle Repair & Maint Supplies	-35.98
		2-NHF 1.5" X1.5"	211 Vehicle Repair & Maint Supplies	-37.98
		1-NHF 1.5" X1"	211 Vehicle Repair & Maint Supplies	-17.99
		1-NHF 1.5" X2"	211 Vehicle Repair & Maint Supplies	-38.99
		2-NPSHF 1.5" X1.5"	211 Vehicle Repair & Maint Supplies	-37.98
		2-NPSHF 1" X 3/4"	211 Vehicle Repair & Maint Supplies	-25.98
		2-hose coupling	211 Vehicle Repair & Maint Supplies	-20.00
		2-coupling sets	211 Vehicle Repair & Maint Supplies	-47.62
7154	Century Link	Acct#411978591 883-4244 FairgroundsStn#1 landline	317 Phone {Landline} - Fairgrounds Stn.	-62.72
7155	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-61.34
7156	City Of Polson	Inv#201905 10-5 gal pail Class A foam	203 Chemicals, Foam	-856.90
7157	R. Jack And Jane E. Clapp	LeaseAgreementHouseFireApparatus 7/01/2018 to 6/30/2019	503 Lease Agreement Irvine Flats Station	-3500.00
7158 S	Davis & Brown CPAs PC	Inv#4273 5/08/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-17.64
		nv#4273 5/22/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-17.85
7159	First Bank Card	Acct #4988 6591 3450 3266 AmazonPrimeMembership	331 Membership & Dues	-12.99
7160	Gordon Gieser	Reimburse WT-310 12-washers	211 Vehicle Repair & Maint Supplies	-10.20
7161S	Heiman Fire Equipment	1-foam nozzle WT-310	201 Operating Supplies	-254.00
		2-bubble cap nozzles WT-310	201 Operating Supplies	-670.00
		Shipping	201 Operating Supplies	-27.75

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7162 S Lake County Elections	Set-up fee 20%	509 Election Costs	-58.33
	Ballot face coding	509 Election Costs	-25.20
	Ballot face AutoMark	509 Election Costs	-23.63
	Ballot shipping	509 Election Costs	-67.64
	Ballot types coding charge 20%	509 Election Costs	-13.13
	Ballots 1573	509 Election Costs	-440.44
	Candidate responses AutoMark	509 Election Costs	-30.75
	Candidate responses Coding charge	509 Election Costs	-24.00
	Contest issues AutoMark	509 Election Costs	-25.50
	Election judges 15%	509 Election Costs	-127.16
	Mail ballots 1527	509 Election Costs	-845.96
	Mail ballots out of state 23	509 Election Costs	-24.15
	Media bum AutoMark 20%	509 Election Costs	-2.08
	Notice-close of registration 17%	509 Election Costs	-4.68
	Notice of counting/canvas/test 24.15%	509 Election Costs	-5.26
	Notice of voting system	509 Election Costs	-97.89
	Precinct coding charge	509 Election Costs	-14.18
	Props/Amends AutoMark	509 Election Costs	-21.00
	Races Issues Coding charge	509 Election Costs	-18.50
	Shipping/handling 20%	509 Election Costs	-18.13
	Supply charge	509 Election Costs	-10.00
	Tabulator - base coding charge 20%	509 Election Costs	-87.50
	Undeliverable packet 86	509 Election Costs	-49.88
	Undeliverable returned to office 86	509 Election Costs	-43.86
7163 S Mahugh Fire & Safety, LLC	1-triple holder bracket WT-310	201 Operating Supplies	-61.00
	1-breakaway safety vest WT-310	201 Operating Supplies	-40.00
7164 Mercer Welding & Repair, LLC	Inv #659903 Install Water Pump Labor WT-311	211 Vehicle Repair & Maint Supplies	-300.00
7165 S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-87.31
	Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
	Location #2400744000	315 Electricity - Fairgrounds Station	-136.69
7166 S Montana Ace Tremper's	Cement primer PVC	320 Repairs & Maint. Fairgrounds Stn	-6.99
	Adapter	320 Repairs & Maint. Fairgrounds Stn	-0.79
7167 S North Ridge Fire Equipment	Order#1637 2-Spyder gear pack WT-310	201 Operating Supplies	-253.90
	Order#1637 10-30 minute flare WT-310	201 Operating Supplies	-25.50

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7168 S PNW Emergency Equipment	1-Darley Gasket WT-311	211 Vehicle Repair & Maint Supplies	-54.67
	1-slinger WT-311	211 Vehicle Repair & Maint Supplies	-6.33
	1-oil seal WT-311	211 Vehicle Repair & Maint Supplies	-10.81
	1-oil seal WT-311	211 Vehicle Repair & Maint Supplies	-32.50
	1-Darley impeller WT-311	211 Vehicle Repair & Maint Supplies	-16.57
	1-Darley pin WT-311	211 Vehicle Repair & Maint Supplies	-3.06
	1-Darley packing pellets WT-311	211 Vehicle Repair & Maint Supplies	-58.00
	Shipping	211 Vehicle Repair & Maint Supplies	-22.50
7169 S Platt	600V HD 1000' Eng-328	211 Vehicle Repair & Maint Supplies	-113.62
	1-125V plug Eng-328	211 Vehicle Repair & Maint Supplies	-12.47
7170 S Polson Auto Parts, Inc.	Inv#533447 tool replacement E-314	211 Vehicle Repair & Maint Supplies	-48.25
	Inv#534384 gasket WT-311	211 Vehicle Repair & Maint Supplies	-12.60
	Inv#534423 studs & nuts WT-311	211 Vehicle Repair & Maint Supplies	-2.98
	Inv#534584 studs, nuts, fitting WT-311	211 Vehicle Repair & Maint Supplies	-5.43
	Inv#536604 clamp WT-311	211 Vehicle Repair & Maint Supplies	-11.99
7171 Republic Services	Acct #3-0889-0014329 Inv #0889-002385467	319 Disposal Service-Fairgrounds Stn	-63.13
7172 S WEX Bank	Truck #314	210 Gas, Diesel,Oil	-35.85
	Truck #301	210 Gas, Diesel,Oil	-196.59
	Truck #318	210 Gas, Diesel,Oil	-75.33
	Truck #328	210 Gas, Diesel,Oil	-46.47
	Truck #326	210 Gas, Diesel,Oil	-54.15
	Truck #323	210 Gas, Diesel,Oil	-33.04
	Truck #300	210 Gas, Diesel,Oil	-65.88
	Truck #333	210 Gas, Diesel,Oil	-27.65
	Truck #313	210 Gas, Diesel,Oil	-17.91
		TOTAL CLAIMS	-66603.59
		RECAP	
		CAPITAL PROJECT STATION #4	56770.25
		OPERATING	9833.34
			<u>66603.59</u>
Info for JV sent to Scott NOTE SPLIT FUNDS			